

Support Broker Selection Process

Picking a support broker is important to your success in directing your services. Your support broker needs to be someone you think you can trust and work with. This is the person who will help you look for, interview, hire, train, and if necessary, fire people or companies you pay for services and supports. The support broker will help you keep track of your budget too.

When you are ready to hire a support broker you will need to schedule a time with your resource coordinator and members from your circle of support to interview possible support brokers. Your resource coordinator can help you. The Structured Interview Form and Checklist are set up to:

- Help you find a support broker that you like, and
- Make sure the person has the experience/training you are looking for, and
- Show that the person can do the things the waiver says they have to do.

Someone needs to take interview notes. We've provided the **Structured Interview Questions** form to use if you'd like. You can certainly ask other questions of your own as well as the ones on the form. After the interview is over, you and your team should work together in completing the **Structured Interview Checklist**. Even if the person is someone you know well, like a family member or friend, you need to complete the **Structured Interview Checklist**. Since we are using state and federal money for the *New Directions* waiver we need to be able to show that the person you pick meets state and federal rules.

Once you have completed the interview process and decide who to hire as your Support Broker you will need to figure out how much to pay them. You can choose to pay them an hourly rate or a flat monthly rate. You will need to be clear about how many hours each month you want/need service from the Support Broker. The waiver says you must use at least 4 hours each month of Support Broker services.

The person you hire as your Support Broker will need to do an internet background check and give you the form that says they completed the background check. You will send that form with the Structured Interview Checklist to your FMS provider to show your Support Broker meets all the requirements. The FMS provider has to have these forms to be able to pay the Support Broker.